



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**FINANCIAL MANAGEMENT AND COMPTROLLER**  
**109 ARMY PENTAGON**  
**WASHINGTON DC 20310-0109**

OCT 31 2006

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Centrally Billed Account (CBA) Operational Oversight**

1. Effective February 1, 2007, primary operational oversight for Army CBA will transfer from the Military Surface Deployment and Distribution Command (SDDC) to the respective Army Command (ACOM).
2. Essentially, the ACOM will assume the duties and responsibilities previously performed by SDDC representatives and will be the primary source of information for CBA managers. This action results in no increase in workload but does remove a layer of approval/management (SDDC) and will facilitate actions required for effective use of the CBA. Responsibilities include:
  - Approve and establish CBA accounts including unit cards
  - Establish Electronic Account Government Ledger System accounts
  - Monitor program performance metrics
  - Periodically review transactions
  - Monitor and control credit limits
  - Authorize exceptions for transportation accounts to prevent suspension
  - Resolve problems with Bank of America (BoA)
3. Current CBA managers will continue to reconcile invoices and provide customer service. There are no changes in their duties/responsibilities.
4. Request each ACOM appoint an individual and alternate who will serve as Agency Program Coordinator for CBA no later than December 1, 2006, and advise this office of your selection. Further guidance and implementation instructions will be provided directly to those individuals.
5. Mr. Frank Rago, the Army Travel Charge Card Program Manager, is my point of contact. He can be reached by phone at (703) 693-3386, DSN 223-3386, or by email at [francis.rago@hqda.army.mil](mailto:francis.rago@hqda.army.mil).

*Patricia L. Kelly*

Patricia L. Kelly  
Director, Force Projection  
and Distribution

*John J. Argodale*

John J. Argodale  
Deputy Assistant Secretary of the Army  
(Financial Operations)

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DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-4  
500 ARMY PENTAGON  
WASHINGTON, DC 20310-0500

DALO-FPT

SEP 22 2006

MEMORANDUM FOR COMMANDER, MILITARY SURFACE DEPLOYMENT AND  
DISTRIBUTION COMMAND, 200 STOVALL ST, ALEXANDRIA, VA 22332

SUBJECT: Transfer of the U.S. Army's Centrally Billed Accounts (CBA) and Unit Cards

1. The memorandum dated 14 Apr 06, subject as above, requested the Office of the Deputy Chief of Staff, G-4, assume the responsibilities associated with managing the Department's commercial travel office contracts, CBAs, and Unit Card Program.
2. After our review of the CBA management responsibilities, we determined that the Office of the Deputy Assistant Secretary of the Army, Financial Operations (DASA-FO) is responsible for establishing and managing the U.S. Army's Travel Charge Card Program, CBAs, and Unit Cards. This responsibility is a result of the Management Initiative Decision 921 and is in compliance with the Department of Defense Financial Management Regulation 7000.14-R, Volume 9.
3. My staff assisted the DASA-FO-led Tiger Team, which included your staff and other key agency subject matter experts to explore the CBA functional requirements and alignment alternatives, and minimize the number of CBAs. The Tiger Team reached a consensus to align the CBA function with DASA-FO. The Deputy Chief of Staff, G-4 will continue to support the Surface Deployment and Distribution Command (SDDC) and DASA-FO with this transition, if required.
4. Recommend SDDC coordinate with Mr. Frank Rago, the U.S. Army Travel Charge Card Program Manager, at (703) 698-3386 on the specifics pertaining to the effective date of the transfer of functions.
5. The points of contact are Isaac Smith at (703) 692-1819 or e-mail: isaac.smith@hqda.army.mil and Jolie Lay at (703) 692-5404, or e-mail: jolie.lay@hqda.army.mil.

ANN E. DUNWOODY  
Lieutenant General, GS  
Deputy Chief of Staff, G-4

CF:  
CDR, USTRANSCOM  
CDR, AMC